



## DISTRICT OF COLUMBIA PUBLIC SCHOOLS

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### Office of the Chancellor

825 North Capitol Street, NE, 9<sup>th</sup> Floor, Washington, D.C., 20002-1994  
(202) 442-5885 – fax: (202) 442-5026

April 20, 2009

To all DCPS Employees,

In the coming weeks DCPS will join the rest of DC government by upgrading to the PeopleSoft Human Resources, Benefits and Payroll System. Your paycheck will reflect this change starting on May 8, 2009. PeopleSoft will track employee information, streamline the payroll process and allow employees a fast and convenient way to update their information.

The upgrade will improve the accuracy of employee data and make it easier for you to manage your own information with Employee Self Service. Through Employee Self Service you will be able to:

- view your benefits information;
- view your paychecks before they are sent;
- update your tax information;
- update your personal information; and
- update your direct deposit information.

Most DCPS employees will only notice a reformatted pay stub. Your first paycheck from PeopleSoft will be issued on May 8, 2009. **You will be able to view this paycheck on May 6, 2009** through Employee Self Service. You can access Employee Self Service at this site: <https://pshcm.dc.gov/>.

**Username: xxxxx.xxxxxxx (all lowercase)**

**Your Password: the second part of your Username and the last four digits of your social security number, all lower case, no spaces**

- **Examples of passwords:**
  1. If your username is jon.doe2 and last four digits of your social security number are 4321, your password is doe24321.
  2. If your username is mary.smith and the last four digits of your social security number are 1234, your password is smith1234.

In a few cases there may be other differences you notice that could impact your net pay.

1. **If you have been receiving multiple paychecks, you will now be issued a single paycheck.** This will increase gross earnings and may result in higher tax withholdings, which could affect overall net pay. This does not mean your yearly salary is changing. Employees may wish to consult a tax advisor about how to adjust Federal and State tax exemptions. If you have been receiving more than one paycheck we will send a detailed letter to you in the coming week.
2. **PeopleSoft does different rounding calculations than in the previous payroll system.** This may cause the amount you take home every two weeks to be slightly different than it has been in the past. This difference should not add up to more than a few dollars, and it will not change your annual salary.
3. More information on these changes and others is available under Frequently Asked Questions at [www.k12.dc.us/peoplesoft](http://www.k12.dc.us/peoplesoft).

**I strongly encourage you to view your paycheck online starting May 6, 2009** (<https://pshcm.dc.gov/>). That way if you have any questions or concerns about your check they can be addressed before they become problematic.

If you have any concerns about these changes we will have support staff ready to help you through the transition, on the phone and in person. We will also have resources available online.

- Please call (202) 442-4090 with any questions or concerns.
- Visit [www.k12.dc.us/peoplesoft](http://www.k12.dc.us/peoplesoft) to learn more.
- If you have problems logging in call (202) 727-8700.
- For in person assistance please visit the Office of Human Resources on the 6<sup>th</sup> floor of 825 North Capitol Street.

Sincerely,



Michelle Rhee  
Chancellor, DCPS